

Montana Statewide Interoperability Governing Board Charter

I. Background

On October 1, 2013, the Office of the Governor of the State of Montana issued Executive Order 10-2013, which continued the Montana Statewide Interoperability Governing Board (SIGB).

II. Description

The SIGB Charter describes the authority, purpose, responsibilities, vision and mission statements, membership rules and requirements, use of funds and resources, operating principles, decision-making procedures and logistical considerations that will guide the SIGB's activities.

III. Authority

- A. The authority for the creation and operation of the SIGB is derived from Governor's Executive Order 10-2013.
- B. The Montana Statewide Interoperability Coordinator (SWIC) shall assist the SIGB to perform its responsibilities and accomplish its goals.

IV. Purpose

The purpose of the SIGB is to plan, develop and promote public safety interoperable communications in Montana. Interoperable communications include land mobile radio and broadband technologies.

V. Responsibilities

- A. The SIGB shall continue to oversee and coordinate the completion of the statewide public safety LMR backbone by strategic planning and prioritization of tasks, resources and grant dollars to local jurisdictions as required by the U.S. Department of Homeland Security (DHS).
- B. The SIGB shall engage all public safety stakeholders in the development of a long-term, viable plan for the ongoing operation and maintenance of the public safety LMR system in Montana.
- C. The SIGB shall oversee and provide guidance in the implementation of the U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA), State and Local Implementation Grant Program (SLIGP).
- D. The SIGB shall provide oversight of and consult with the First Responder Network Authority (FirstNet) as the National Public Safety Broadband Network (NPSBN) is deployed in Montana.
- E. The SIGB shall encourage all public safety stakeholders to participate in the FirstNet NPSBN.

F. The SIGB shall coordinate and otherwise encourage the integration of public and private communications resources as requested by in accordance with state and federal FirstNet implementation guidance.

Comment [p1] : Should this be restricted to FirstNet, or apply to all activities?

G. The SIGB shall align its roles and responsibilities with the Statewide Communications Interoperability Plan (SCIP); as such, it is responsible for conducting outreach, overseeing SCIP programmatic implementation, reviewing grant applications and measuring the overall performance of the statewide interoperability effort.

H. The SIGB shall review all investment justifications from across the state to ensure compliance with the SCIP objective to maximize cost effectiveness and efficiency in public safety communications expenditures.

Comment [p2] : I think this needs to be clarified in terms of what IJs are being reviewed. I suspect that would be "review all communications related IJs in Montana" and not everything in the state. Might be good to reference that the SIGB is providing a recommendation to the SAC.

VI. Vision Statement

Ensure Promote and facilitate opportunities for inter-jurisdictional public safety communications among Federal, Tribal, State, Regional, and Local emergency responders, and designated public service organizations are able to communicate across disciplines and jurisdictions, to respond effectively during day to day operations and major incidents.

Comment [BL3] : The word "Ensure" exceeds Exec Order directive (see p 2 Exec Order "action verbs".) Substitute: Promote and facilitate opportunities for inter-jurisdictional public safety communications among federal, state, regional, and local emergency responders. The inclusion of "Designated public service organizations" is beyond the directive of the Executive Order. The term is subject to interpretation and may significantly expand the scope of the SIGB Purpose and Mission as enumerated in the Executive Order.

VII. Mission Statement

In accordance with Executive Order 10-2013, ensure Plan, develop and promote public safety interoperable communications-the future public safety communications-in Montana, in accordance with Executive Order 10-2013, by engaging public safety stakeholders, in the development of a long-term, viable plan for the ongoing operation and maintenance of the public safety LMR system in Montana; implementation of the SLIGP; consultation with FirstNet and encouraging all public safety stakeholders to participate in the FirstNet NPSBN.

Comment [BL4] : The word "Ensure" exceeds Exec Order directive. Substitute language is taken directly from the PURPOSE section of the Governor's Exec Order, :Plan, develop and promote public safety interoperable communications in Montana by..... This language is consistent with the Exec Order.

VIII. Membership Rules and Requirements

- A. SIGB members are selected by the Office of the Governor and given the authority to execute the duties stipulated herein.
- B. The SIBG consists of the following 13 voting members appointed by the Governor:
- the Attorney General or his designee;
 - Governor's Office representative;
 - the Montana Chief Information Officer or his designee;
 - the Montana Department of Transportation Director or his designee;
 - the Montana Director of Indian Affairs;
 - a representative of the Montana Sheriffs and Peace Officers Association;
 - a representative of the Montana Fire Chiefs Association;

- a representative of the Montana State Volunteer Firefighters Association;
 - a representative of the Montana EMS Association;
 - a representative of the Montana Association of Counties;
 - a representative of Montana Association of Chiefs of Police;
 - a representative of the Montana League of Cities and Towns;
 - a representative of the Montana Department of Military Affairs; and
 - two representatives of the Montana telecommunications industry (non-voting).
- C. The board establishes the following positions to ensure the efficient management of operations:
- Chair
 - Preside over all regular and, if required, special SIGB meetings
 - Ensure coordination of SIGB meetings, including establishing the time and location shall be conducted in compliance Title II, Chapter III, MCA.
 - Vice-Chair
 - Preside over SIGB meetings in the absence of the Chair
- D. To ensure greater success, all Board members will be expected to:
- Prepare for and attend scheduled meetings.
 - Engage in open and honest communications.
 - Provide an accurate representation of their respective agencies.
 - Support consensus decisions and seek endorsement from their respective agencies or entities.
- E. If a member is unable to attend a board meeting, an alternate from their department or entity may be designated to attend the meeting.

IX. Use of Funds and Resources

Where applicable and appropriate, the board may provide recommendations for the distribution or use of funds and resources.

X. Operating Principles

A. All meetings, including working groups, committees and subcommittees, shall be conducted in accordance with provisions and requirements of such by-laws and in compliance with all Montana laws and regulations including the open-meeting laws. All materials and documents presented to the SIGB, working groups, committees and subcommittees shall be posted on the SIGB Website for review at least five business days prior to a scheduled meeting. Notice of SIGB meetings, including working groups and subcommittees, shall be posted on its Website at least 15 days prior to the meeting date.

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A.

B. The SIGB should:

- Encourage the participation of all local and tribal officials and decision makers in the deliberation and business of the board.
- Consider the unique needs of public safety first responders throughout the state of Montana.
 - Recognize and respect stakeholder concerns.
 - Address those concerns that could negatively impact Montana's communications capabilities.
- Think inter-disciplinary.
- Use a phased approach (Do not attempt to solve all the problems at once).
- Ensure all strategic initiatives support established future goals and strategies.
- Identify issues within the Board's control and apply resources to address those matters
- Seek to balance infrastructure, services and user needs.
- Exercise the Board's responsibility for planning, developing and promoting public safety interoperable communications in Montana, making sure it does not rest on any single individual, agency, entity or technology.
- Promote a collaborative approach in dealing with issues.
- Ensure alignment with other interoperable communication systems.
- Speak with one voice when reporting externally.
- Focus on achieving voice and data interoperability.
- Address security requirements when planning future communications systems.

X. Decision-Making Procedures

- A. Each member has one vote. If the voting member is unable to attend, the alternate voting member will cast the vote for that department/entity.
- B. It is considered a quorum when a simple majority of the voting members (or their designated alternates) are present. If a sufficient quorum is not achieved, votes will be tabled.
- C. A simple majority is required for approval of SIGB decisions and recommendations.
- D. Board decisions and recommendations will be reported through the Chair.
- E. A two-thirds majority vote is required for approval of new Charter amendments.